Approved For Release 2001/07/12 : CIA-RDP78-04718A002200100010-7

E.R. 5-5628

SECRET

CONFIDENTIAL

13 AUG 1956

1952

By:

MEMORANDUM FOR: Deputy Director of Central Intelligence

THROUGH : Deputy Director (Support)

SUBJECT : Death of Agency Employees

REFERENCE : Memo from DD/S to D/Pers, same subject, 3 July 56 (DD/S 56-2401)

1. This memorandum contains a standard operating procedure for your approval.

2. There follows the working procedure which will become effective with the death, injury or serious illness of an Agency employee or a person officially detailed to the Agency:

a. Initial notification to the Agency can come from one of several sources, depending upon the circumstances; by cable from an overseas location; by TWX or telephone from a U.S. installation; by telephone from local police or a private citizen; by personal notification of an Agency employee possessing the facts.

b. Normally the initial notification is given to the office of assignment and/or, in the case of DD/P employees overseas, to the Area Division concerned. In some cases initial notification is received exclusively by the Office of Security or the Medical Staff. Rarely is the Office of Personnel the initial recipient.

25X1A c. [redacted] par. 2a.) requires immediate notification of an employee emergency to the Director of Personnel. Par. 2e. of this same regulation requires the Director of Personnel immediately to inform other Agency officials who are responsible for taking action. The principal offices concerned with such cases have designated emergency representatives as follows:

Office of Personnel - [redacted] Principal
[redacted] Alternate 25X1A9a

Office of Security - [redacted] Principal
[redacted] Alternate

Office of General Counsel - [redacted] Principal
[redacted] Jr., Alternate 25X1A9a

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DD/S Subject

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SUBJECT: Death of Agency Employees

Medical Staff - [redacted] Principal
Alternate 25X1A9a

Deputy Director (Plans) - [redacted], Principal
Alternate 25X1A9a

(Open Desk)

d. ~~As necessary,~~ The Director of Personnel will also immediately advise the Assistant to the Director of Central Intelligence for Public Information and the Director of Central Intelligence or the Deputy Director of Central Intelligence.

e. When the Office of Personnel is informed of an emergency and is in possession of all pertinent facts, it will, in collaboration with other offices concerned, determine:

(1) what notice, if any, has been given to next-of-kin;
(2) what notice, if any, should be given to next-of-kin;
(3) what security or cover problems exist and the steps required to overcome them;
(4) who shall give notice to next-of-kin and with what cover or security briefing;
(5) the point(s) of continuing contact with next-of-kin.

25X1A

f. Subsequent handling of the case will be in accordance with other provisions of [redacted] "Employee Emergencies," or [redacted] "Missing Persons." 25X1A

25X1A9a

[redacted]
Harrison K. Reynolds
Director of Personnel

APPROVED:

25X1A

[redacted]
for L. K. WHITE
Deputy Director (Support)
Date: [redacted]

151
C. P. CABELL
Lieutenant General, USAF
Deputy Director
Date: 27 Aug 56

Distribution:
Orig & 1 - D/Pers
2 - DD/S
1 - DDCI
1 - DD/I
1 - Central Cover Br/DD/P
1 - D/Security
1 - OP (Duty Officer Handbook)(Stayback)
1 - C/MS
1 - General Counsel

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25X1A9a
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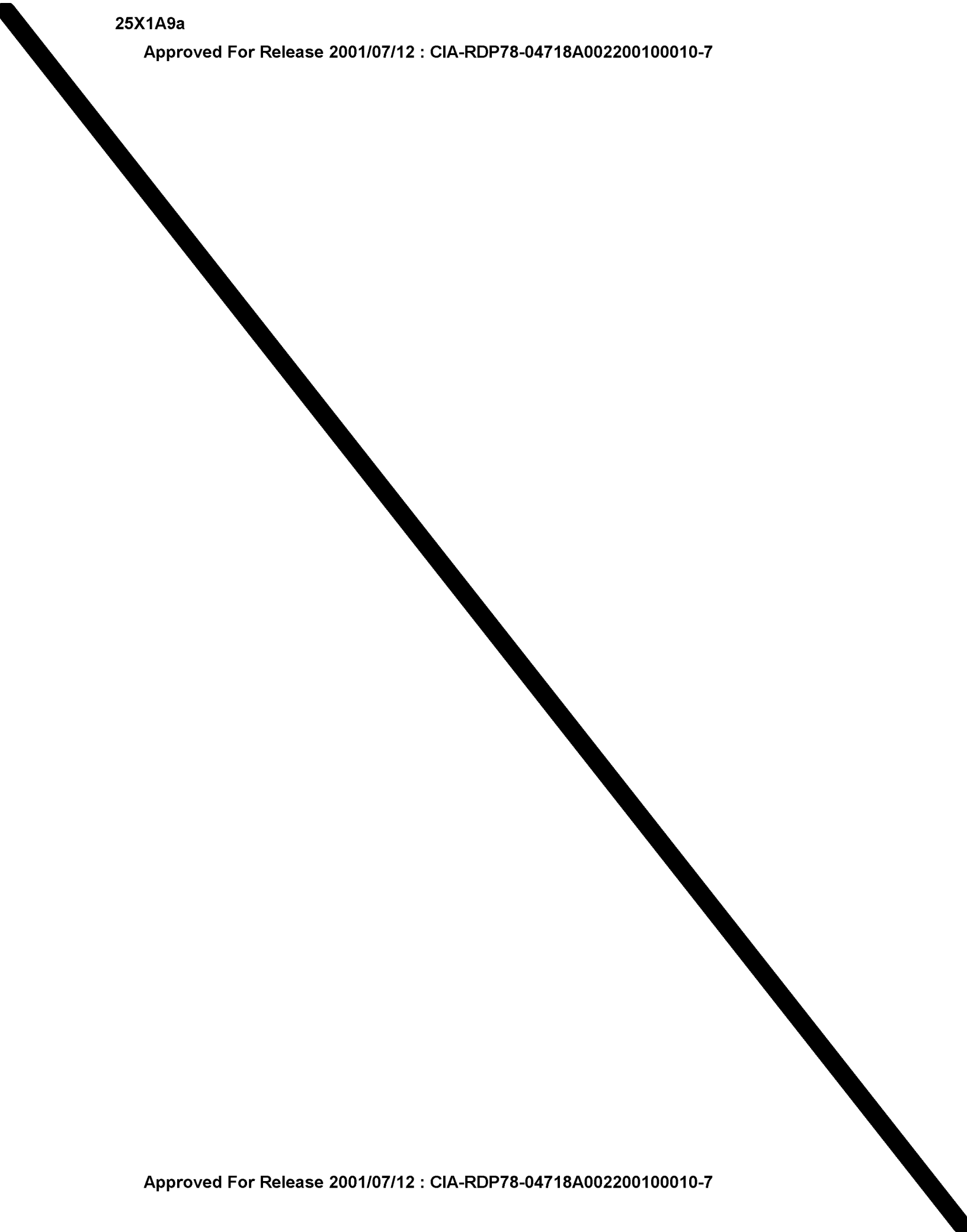

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ROUTING AND RECORD SHEET

25X1A

SUBJECT: (Optional)

Proposed [redacted] (Job #317-[redacted])

FROM:

Acting Chief
Regulations Control Staff

NO. 25X1A

DATE 11 SEP 1956

TO: (Officer designation, room number, and building)	DATE REC'D	DATE FWD'D	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1 Acting Deputy Director (Support) 121 East Bldg.				1. Proposed [redacted] is submitted for your concurrence, and authentication by the Acting Director.
2 Acting Director of Central Intelligence 237 Admin Bldg.		a/1/56		Please note that the Concurrence Sheet attached to the Director's file copy is complete except for your signature.
3 Acting Deputy Director (Support) 121 East Bldg.				This regulation, initiated by the Director of Personnel, prescribes Agency policy, responsibilities, and procedures for implementing the provisions of the Missing Persons Act of 1950, as amended.
4 Regulations Control Staff 551 Matomic Bldg.				[redacted] is submitted for authentication concurrently.
5.				After authentication by the Acting Director, please return to this Staff for publication.
6.		25X1A		
7.				
8.				
9.				
10.				
11.				
12. Orig + 1 DCI for signature; R/S for publication				
13. [redacted]		25X1A9a		
14.				
15.				

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Auth.: HR 70-3
Date: _____ By: _____

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